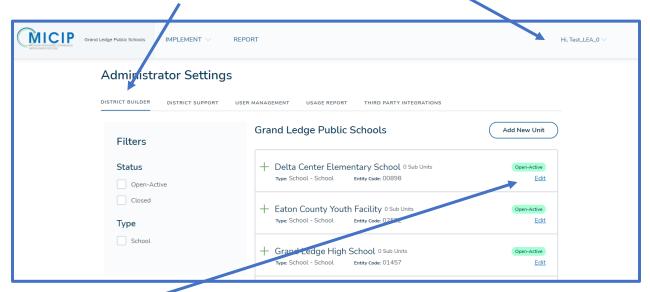
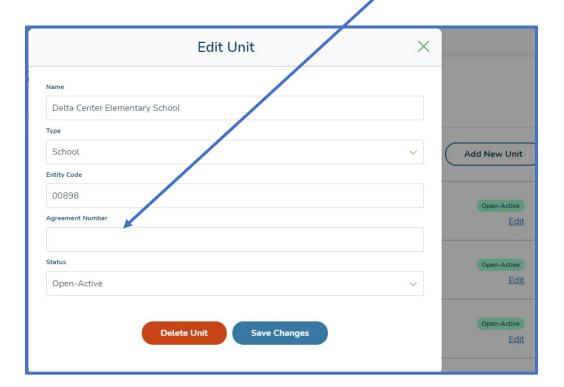
Directions for adding unique agreement code for each building

MICIP administrator would start by finding the administrative setting.

• To find the administrative setting, click the Hi, User Name, then click on administrative setting. The district builder tab is the first thing that appear.



• Click on edit for each building and add agreement code. Save changes.



• If you need your building agreement number, go to EEM, search for district, and select building. Agreement number is located here.

